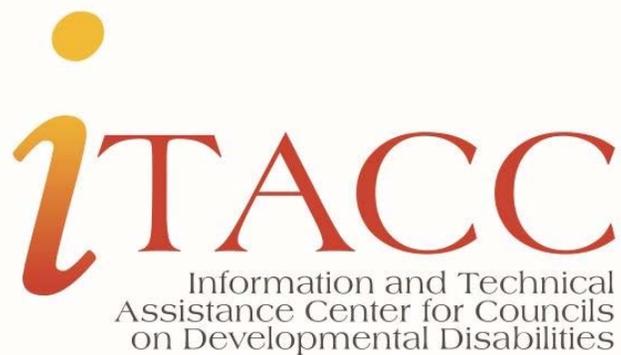# Guidance for Completing the Program Performance Report

Information to assist staff of State/Territory Councils on Developmental Disabilities

ITACC is a project of NACDD, in collaboration with OIDD, to strengthen and support the national network of DD Councils

Contents

Introduction

This resource is intended to serve as a guide for Council staff responsible for federal reporting on the Council's 5-year plan as required by PL 106-402, The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) and other regulations.

The purpose of this resource is to explain and clarify reporting sections in a straightforward manner.

We recognize that some things may have been left out or need to be further explained. If you feel we have made a mistake in the explanation of the material, or want to recommend items for further clarification, please send your comments on the information contained in this resource to the contact below.

Please send your comments to:

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Color Key

Instructions from the Administration are presented in **BLUE**

Technical Assistance guidance is presented in **RED**

Examples are presented in **PURPLE**

Frequently Asked Questions (FAQ's) are presented in **GREEN**

Overview:

There are five major areas of the report

Section	Area
I.	Identification
II.	Comprehensive Review and Analysis (CRA)
III.	State Plan Implementation
IV.	Progress Report
V.	Council Financial Information
VI.	Measures of Collaboration

Section I: Identification
Provide the requested information.

Section II: Comprehensive Review and Analysis Update
50,000 Characters available for each section

OIDD Instruction:

PURPOSE: To provide an update to the Comprehensive Review and Analysis

The DD Act requires the following annual descriptions:

- adequacy of health care and other services, supports and assistance that individuals with developmental disabilities in Intermediate Care Facilities (ICF) receive;
- adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities served through home and community-based waivers receive;

OIDD interprets this as *annual updates* to:

- adequacy of health care and other services supports and assistance that individuals with developmental disabilities in Intermediate Care Facilities receive (ICF updates);
- adequacy of health care and other services, supports, and assistance that individuals with developmental disabilities served through home and community-based waivers (HCBW) receive (HCBW updates);
- And other sections that apply (e.g.: state information, portrait of state services, analysis of state issues and challenges, rational for goal selection, collaboration);
- Federal and state initiatives impacting people with DD and their families in the State/Territory.

Note: (*)- Adequacy may be described in terms of quality and/or populations served versus need.

 ITACC Guidance:

Provide information for the items requested. Describe the adequacy of health care, services, supports and assistance that people living in Intermediate Care Facilities receive and those receiving Home and Community Based Waiver services, supports, and other assistance.

Section III: State Plan Implementation

PURPOSE: To provide the context of what will be reported in the PPR. Section III is comprised of 3 reporting areas: (A) Introduction; (B) evaluation of state plan implementation; (C) Input on National Priorities.

A.   Introduction –
50,000 characters available (spaces count as a character)
OIDD Instruction: In this section provide an executive summary with cohesive information that provides an <u>overview of the report</u> including, but not limited to the following:

(1) targeted areas of emphasis
(2) strategies used to implement activities
(3) significant accomplishments and/or barriers to state plan implementation
(4) needs requiring state plan amendments
(5) a description of how the Council will disseminate the annual report to stakeholders and the general public and how the Council will address availability in accessible formats.

Note: detailed information will be provided below in Section IV

Cultural Diversity
50,000 characters available (spaces count as a character)
OIDD Instruction: Describe the Council's <u>overall efforts</u> to address the needs of individuals with developmental disabilities and their families of a diverse culture through its state plan supported activities.

The DD Act requires all Council projects/activities and program implementation be conducted in a manner that is culturally competent. The information provided in this section should demonstrate the Council's efforts to meet the requirements during the reporting period.

In general, cultural, and linguistic competence is the ability to understand, communicate with and interact with people across cultures; being aware of one's own world view, developing positive attitudes towards cultural differences and increasing knowledge about different cultural practices and world views.

The description can include Council efforts such as internal Council operations (such as staffing and staff training, Council membership and member training, policies, and procedures), as well as external operations such as Council projects, initiatives, and policy work.

> **FAQ – what is the difference between this section and the targeted disparity objective?**
>
> The Cultural Diversity section of the report is for the Council staff to describe how the Council and its programs, projects, and other initiatives are provided in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are participating in the activities to ensure their maximum participation in the program. The information should describe how the Council is using culturally competent practices to conduct all of its work.
>
> The targeted disparity item in a Council's plan is written as a goal or objective. A disparity is identified, and the Council implements strategies to decrease an identified disparity for an identified population during a specific timeframe. The targeted disparity item appears in the Council's annual work plan and has associated key activities, expected outputs, outcomes, data and evaluation measurement information, and related performance measures.

Evaluation of State Plan Implementation

The information requested appears in two different fields. B.1 is for **activity** information and staff should describe the types of evaluation **activities used** during the reporting year; B.2 is for broad results and should include a description of **overall results** for the reporting year AND an **assessment of progress** towards the 5-year goals.

Only provide information that is specific to the field.

B1. Evaluation Activities
50,000 characters available (spaces count as a character)

OIDD Instruction: Describe the evaluation activities undertaken during the fiscal year being reported, including evaluation activities conducted to strategically assess the overall progress and direction of the state plan implementation.

B2. Evaluation Results
50,000 characters available (spaces count as characters)

OIDD Instruction: Report the broad results of the evaluation activities described above (B1), including a broad assessment of the overall progress of Council supported activities.

FAQ on Evaluation Results

Question – If I report the results here, do I have to report any results in the progress narratives?

Answer – Yes. All objective narratives must include a summary of evaluation activities to monitor progress and impact of council supported activities; data collected during the year, data sources (where you got the data), and data collection methods (how you got the data). And all narratives must include the OIDD performance measures for the activities being reported in the narrative.

- were the expected outcomes achieved as planned? If not, what happened?
- were the strategies planned effective in realizing outcomes? If not, were additional strategies used? What was the result?

Provide separate <u>broad information</u> on the required self-advocacy activities (specific details on key activities will be reported in another section).

If the Council did not collect key data, explain what happened, and what action the Council will take to collect the data.

B3. Lessons Learned and Future work of the Council
50,000 characters available (spaces count as characters)

OIDD Instruction: Report on how the Council will use lessons learned from state plan implementation and the data gathered from the evaluation activities to move forward the work of the Council.

ITACC Guidance: "Lessons learned" are insights from a project or activity that can be usefully applied to projects and activities.

Describe any lessons learned from projects or activities during the reporting period. Include a brief description of **what** was learned and **how** the Council will use the information learned on state plan activities.

B. Input on National Priorities
50,000 characters available (spaces count as characters)
Purpose – to provide OIDD input on possible national priorities for the Administration on Disabilities and areas for potential collaboration at the federal level.

ITACC Guidance: In this required section, provide OIDD with information about potential <u>national priorities</u> on disability related areas as well as any recommendations on partnerships OIDD could pursue with other federal agencies (example: Department of Education, Department of Labor, Homeland Security, FEMA).

> Example of Input on National Priorities: There is a direct support professional workforce crisis in [State] – more needs to be done to reduce staff turnover, improve training and wages. Recommend ACL partner with CMS and DOL; Technology has advanced and people with DD could benefit, however, much of the advanced technology is not reimbursable under current policy, inaccessible to people living in rural areas, and education and training needs to be made available to those using newer technology. Recommend ACL partner with CMS, AT programs.

Section IV: State Plan Implementation

Section IV.A. Detailed Progress Report on Goals

Areas of emphasis – Check the boxes the Council addressed during the reporting period.

Strategies – Check the boxes the Council used during the reporting period.

Collaborators –the collaborators who participated. Report additional collaborators in the narrative section.

Goal # Narrative
10,000 characters available (spaces count as characters)

OIDD Instruction: In this section, for each goal active during the reporting period, provide an overall cohesive description of:

- ✓ the extent to which progress is being made in achieving the intended outcomes of the Goal for the reporting year;
- ✓ the extent to which each goal was or was not achieved for the reporting year;
- ✓ where applicable, factors that impeded goal achievement for the reporting year
- ✓ needs that require substantive state plan amendment (goal only)

4 Year Overview (FY 2020 report only)
OIDD Instruction: [Provide] a description of how the Council will use and build from knowledge gained and progress made to move forward in the next state plan cycle (FY 2022-2026).

ITACC Guidance: This is a new reporting item and only applies to the PPR for the Federal Fiscal Year 2020 (the PPR is due January 1, 2021). The reason this item is included correlates to the next 5-year State plan that will be due August 15, 2021 - most likely, planning efforts will be underway in 2020. This overview should include information about what the Council learned from the current State plan activities and include information about what projects/activities are likely to be carried forward into a new 5-year plan and/or information about systems change efforts that will be ongoing.

We recommend reviewing the previously submitted PPR section(s) that described the progress made towards each 5-year goal to identify areas where Council investments may be continued and any information that may be available to inform the focus of the next 5-year State plan.

5 Year Overview (FY 2021 report only)

OIDD Instruction: For the final PPR (FY2021) of this state plan cycle, provide an overall analysis of the outcomes achieved during the five-year state plan cycle. The description should include the extent to which diverse stakeholders are satisfied with council activities that promote self-determination and community participation for individuals with disabilities and families, results of other types of information gathering such as focus groups, surveys, or other feedback or input methods with individuals with developmental disabilities and families and major accomplishments and factors impeding goal achievement (if applicable).

ITACC Guidance: This is a new reporting item and only applies to the PPR for the Federal Fiscal Year 2021. This section should present the analysis of the outcomes achieved throughout the 5 years. We recommend reviewing the 5-year Logic Model that was created for the State plan and focus to help assess the overall outcomes achieved during the "life" of the plan. An overall description of satisfaction with council activities should be included in this section to accompany the discussion on outcomes achieved.

We recommend reviewing previous PPR's to gather and organize information to identify important themes, key concepts, patterns, and trends. After organizing the information take note of similarities and contrasts, relate pieces of information to establish relationships between and among them, determine if there are emerging themes, identify gaps in the information and determine what assumptions can be made. Analyzing the satisfaction of stakeholders can be accomplished by using the same process focusing on the data collected that correlates to the performance measures on satisfaction of people with developmental disabilities and their families with council supported activities.

Objectives

(click on each objective and complete the following reporting fields)

Check off boxes:

#3 – Select the focus of the objective. Individual/Family Advocacy, System Change, or Capacity Building.

ITACC Guidance: Only one selection is allowed. Check the box that best represents the activities in the reporting year and then identify the other areas of focus in the narrative progress report section (#10).

#4 – Select whether the objective is new (started during the reporting period); ongoing (objective was active in a prior reporting period) or completed (the objective and corresponding activities were completed during the reporting period).

Note: Council staff will only be able to select one box per objective. Determine if the **objective** is NEW, is the objective ONGOING, or is the objective COMPLETED. ***This reporting item is about the objective, not the activities planned to reach the objective.***

#5 - Select if the **objective** addressed the following:

        a. Self-Advocacy DD Act Requirement
        b. Targeted Disparity
        c. DD Network Collaboration
        d. Demonstration Project of new approaches to services and supports - The name of the project, the month and year the project originated must be included
        e. Demonstration of Projects or Activities – The name of the project, the month and year the project originated must be included

Tip – when entering dates, use the MM/DD/YYYY format or calendar icon.

#6 – Select the stage of Implementation **for systems change activities**: planning, implementation or outcome/full integrated.

ITACC Guidance:

Leave blank if the objective is not a systems change activity.

➢ Planning – information gathering, research, meetings with collaborators
➢ Implementation – demonstration activities, projects and activities, advocacy training and efforts,
➢ Outcome/Fully Integrated – result of activities and efforts

#7 Provide an Overall Description of this effort
10,000 characters available (spaces count as characters)

OIDD Instruction: Provide an overall description of this objective: The description should at a minimum provide background information on the objective to establish a context for the activities.

ITACC Guidance

Note: "this effort" refers to the objective.

Provide background information about the objective. Include information to help someone understand the details they will read about in section #10. For example, include broad activities, targeted population, broad output and outcome information, geographic information, whether the activities were new or ongoing.

> **Example of Overall Description:** New and continuing activities that were focused on employment issues were implemented Statewide and in the Northeast Region. Activities included training, policy advocacy, and capacity building activities and were targeted towards people with DD, their families, and providers of employment services. Output numbers demonstrated high interest in the topic and outcomes resulted in people with DD and their families increasing their knowledge and accessing the employment system. Providers increased their knowledge of and are now using best-practice methods to provide employment services to people with developmental disabilities.

Expected Outputs – the expected outputs are imported from the annual work plan.

#8 Outputs Achieved – this is a check off box for staff to indicate "achieved".

ITACC Guidance: If the planned output was achieved, check the box. If the planned output was not achieved, leave it blank. If the planned output was partially achieved, include information in the narrative that tells a reader the activities were partially met and explain why.

#10 Progress Report
10,000 characters available (spaces count as characters)

OIDD Instruction: The report should include the following:

- A narrative progress report that cohesively describes the activities that were implemented toward achieving the objective, including <u>how</u> the identified strategy was used, how the activity was implemented, challenges to achieving the objective and unexpected benefits.
- For system change activities, include a description of the stage of implementation (planning, initiation, implementation, outcome/fully integrated) of the system change initiative.
- All narratives must describe what numbers make up the performance measures number for the activities being reported in the narrative.
- A summary of evaluation activities to monitor progress and impact of council supported activities for the objective; data collected during the year, data sources, and data collection methods;

ITACC guidance: This section is to focus on the key activities implemented for the objective. The assessment of progress is reported in #13.

- ➤ Select the activities the best describes the Council's work and progress towards the objective.
- ➤ When describing specific activities, tell the reader if it was a new activity or a continuation activity; the geographic area for the activity (statewide, regional, or local); how the activity was implemented (council staff, sub-recipient, interagency agreement).
- ➤ Discuss the strategy/strategies used and tell how the strategy was used to achieve outcomes, include information about challenges or unexpected benefits.
- ➤ Deliverables (# of workshops/training events, products created and disseminated, training curriculum developed, policies changed/created/improved, etc.). Ensure the information provided on outputs relates to the outcome(s) for people with DD and their families.

- ➢ Describe how the realized outcomes affected people with developmental disabilities and their families to exercise self-determination, be independent, productive, and included in all facets of community life.
- ➢ Describe how the systems change outcomes affected or will affect people with developmental disabilities and their families to exercise self-determination, be independent, productive, and included in all facets of community life.
- ➢ Identify the performance measure numbers for each activity that will add up to the performance measure totals being reported.
- ➢ If the Council leveraged dollars for activities in the objective, describe and provide the amount leveraged.
- ➢ Discuss the monitoring and evaluation activities for the specific activities described.
  - o Data sources - (people, documents, products, activities, events, and records from which data are obtained).
  - o Results of the monitoring efforts and subsequent evaluation of the activity
  - o Include information about activity implementation barriers or concerns (if applicable).

#12 Expected Outcomes Achieved
The expected outcomes are imported from the annual work plan.

Outcomes achieved –This is a check off box for staff to indicate achieved.

FAQ's on outcomes

Outcomes are:

- ✓ **Changes** in behavior or condition that reflect a positive impact to people with DD and their families, or a service, support, or other assistance. Note: outcomes generally begin with a verb like increase, expand, or improve.
- ✓ **Specific and measurable**: tracking data to monitor outcomes is practical and timely.
- ✓ **Meaningful** achieving an outcome indicates fulfillment of purpose and program toward long-term impact.

Outcomes are not:

- ✓ Activities or processes (hosting an event is an activity, increasing awareness is an outcome).
- ✓ Immeasurable long-term change.

ITACC Guidance: If the planned outcome was achieved, check the box. If the planned outcome was not achieved, leave it blank. If the planned outcome was partially achieved, include information in the narrative for #13 that tells a reader the outcomes were partially met and explain why.

#13 Progress towards achieving outcomes for overall objective.
10,000 characters available (spaces count as characters)

The annual report should include an assessment as to the extent to which progress was made on the intended outcomes for the objective.

Discuss the amount of progress the Council made towards the expected outcomes for the objective.

Include a lead-in statement about prior year(s) progress as a way to provide context for the reporting year assessment.

The previous item (#12) listed the expected outcomes for the objective, if the Council did not achieve the outcomes or partially achieved the planned/expected outcomes, explain why.

> Review the objective. Provide information that relates to current progress towards the ***overall*** objective. Provide an assessment to answer the question "to what extent did the Council make progress on the objective?". Consider using a magnitude scale (example: no progress, some progress, considerable progress, great progress) to convey the information.

Objective Statement: By 2021, the Council will work to decrease barriers to healthy living that individuals with intellectual and developmental disabilities and their families face by using innovative approaches to increase access to health, behavioral, and wellness services and information.

Example of Progress towards overall objective section:

Planning and innovative approach development was accomplished in year 1; training, education, and implementation was accomplished in year 2. During this reporting period, six promising practices (innovative approaches) were used in the implementation of activities as a way to decrease barriers to healthy living. This resulted in 75 people reporting accessing health and wellness services that resulted in increased their individual health/wellness status. Additionally, monitoring and evaluation of the promising practices/innovative approaches resulted in 6 improvements being made for continued work and 2 additional promising practices were identified for implementation.

During the reporting period, considerable progress was made toward achieving the objective as evidenced by the results of strategies used and data collected that indicated the use of the developed innovations and education increased the health and wellness of people who provide care for people with I/DD.

#14 Stories of people with DD whose lives are better because of Council work; stories of policy or legislative changes as a result of Council work
10,000 characters available (spaces count as characters)

OIDD Instructions: Additionally, include stories of culturally diverse people with developmental disabilities whose lives are better because of Council work on this activity (e.g., became better advocates for themselves and others, became more connected to the community). Stories of policy or legislative changes that happened as a result of Council individual advocacy work that are likely to positively impact the lives of people with developmental disabilities or that will prevent a potential negative impact (e.g., created deleted, refined programs and/or legislation, reallocated use of funds, organizational systems change as a result of evidence-based practices).

Section IV.B. Individual and Family Advocacy Performance Measure (by GOAL) – Individual Responses Demographic Data

Aggregate number from all individual responses (individuals with developmental disabilities and family members of individuals with developmental disabilities) collected for the reporting federal fiscal year is to be reported by goal.

ITACC Guidance: Report the demographic data for race/ethnicity, gender, category (person with developmental disability or family member), and geographical numbers for each goal.

Item I. Output Measures
The objective statements are imported from the annual work plan and by objective. Report the total number of people with developmental disabilities who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems as related to each objective (IFA 1.1) and report the total number of family members who participated in Council supported in activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and/or systems related to each objective (IFA 1.2).

Note: The performance measure description in the ACL Reporting system does not include the entire description – please review the full description. When reporting numbers, include total participation numbers related to *activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and/or systems.*

The total number of respondents should be the number of people from each category that **responded** to a survey/evaluation about the project. (*Note: This number may be lower than the total number of people who participated in the project or activity because the it is based on people who **responded** to an evaluation/survey about the project).* The numbers on this line become the denominator for the percentages to be reported for item #2 Outcome Measures; IFA 2.1 and IFA 2.2.

Example:

I.   Output Measures

Objective (Imported from the annual work plan)	Performance Measure: IFA 1.1 people with DD who participated in activities	Performance Measure: IFA 1.2 Family members who participated in activities
By September 30th, 2021, 25% more people with I/DD will make choices about their everyday lives.	50	20

By September 30th, 2021, 25% more people with I/DD are able to reliably get where they need to go each day.	20	15
By September 30th, 2021, 50% more people with I/DD working in integrated employment of their choice at competitive wage.	30	15
Total # of Output Respondents Note – the number may be lower than the total of all people who participated because the number represents the total # of people answering a survey/evaluation about the activities. The number in the respective columns will be used to calculate %'s in the next section.	75	25

Item II. Outcome Measures

Example

Performance Measures	Percent (%)
IFA 2.1 Percent of people with DD who increased advocacy	75% (100 people participated; 75 answered a survey (Total # of respondents) and indicated increased advocacy) 75/100 = 75%
IFA 2.2 Percent of family members who increased advocacy	50% (50 people participated, 25 answered a survey and indicated increased advocacy) 25/50 – 50%

Sub-outcome measures: The number (#) of people who are better able to say what they want/say what is important to them.

ITACC Guidance:

✓ Report the number of positive responses from people with developmental disabilities for each objective.

✓ Report the number of positive responses from family members of people with developmental disabilities for each objective.

IFA 2.3 Percent of people better able to say what they need.

ITACC Guidance

✓ To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.

✓ To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

IFA 2.4 Percent of people participating in advocacy activities

ITACC Guidance
✓ To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.

✓ To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

IFA 2.5 Percent of people on cross disability coalitions

ITACC Guidance
✓ To calculate the percentage for people with developmental disabilities, divide the total # of sub-outcome respondents by the IFA 1.1 Total # of outcome respondents.

✓ To calculate the percentage for family members, divide the total # of sub-outcome respondents by the IFA 1.2 Total # of outcome respondents.

IFA 3 The percent of people satisfied with a project activity
Collect the total number of "satisfied" responses (people with DD and family members).

▪ To calculate the percentage, divide the number of positive responses by people with DD AND family members by the number of outcome respondents for IFA 1.1 AND 1.2.

IFA 3.1 Percent of people with DD satisfied with activity
Collect the number of "satisfied" responses to the question.

▪ To calculate the percentage, divide the number of positive responses by people with developmental disabilities by the IFA 1.1 Total # of outcome respondents.

IFA 3.2 Percent of family members satisfied with activity
Collect the numbers of "satisfied" responses to the question.

▪ To calculate the percentage, divide the number of positive responses by family members by the IFA 1.2 Total # of outcome respondents.

Section IV.C. System Change Performance Measures (by Goal)

Section V. Council Financial Information

Purpose: In this section, Councils are to identify the obligation and liquidation status for the 3 FFY of funds.

Line 9 Match Required. The match required will vary and must reflect the varieties of match the Council calculated for projects and activities that is consistent with the DD Act Section 126 (a) (1-3).

Line 10 Match Met. Enter the amount of match that was received for the fiscal year.

Line 11 – Match Unmet. Subtract line 10 from line 9 and enter.

Provide the amount of dollars leveraged for the reporting year.

ITACC Guidance: Dollars leveraged refers to additional funds that result from an initial investment of Council funds to gain a dollar return from other sources. Funds can be either public or private. Dollars leveraged must not include match (note: Match is a requirement of the DD Act. Dollars leveraged is a way for DD Councils to show returns on investments that add value to the initial work of the Council. Leveraged funds can be cash or in-kind and can be from any source (it can be other federal dollars).

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Examples of dollars leveraged:

Example: A systems redesign or public policy initiative of the Council resulted in new money being appropriated by the State Legislature for a new state program. The new money could be counted as leverage. (The initial investment of the Council was focused on the systems change initiative; the result was the new money being appropriated).

Example: Council staff participated on a workgroup that wrote a grant to further work in an area that is addressed in the 5-year plan. The grant award was considered dollars leveraged as the return on the investment of the Council staff time resulted in additional resources.

Example: The Council developed a training program that was "picked up" and used by other organizations* to reach more people in the state. The Council can estimate the cost of the other organizations* training efforts that resulted from their initial investment of developing the training program. *Other organizations not initially funded by the DD Council).

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Report dollars leveraged for projects that reflected in the reporting period.

Section VI. Measures of Collaboration
10,000 characters available (spaces count as characters)

Purpose: In this section, Councils are to discuss collaborative efforts with specific DD Network partners and other collaborators separate from the planned DD Network Collaboration goal/objective.
1. Identify the critical issues/barriers affecting individuals with developmental disabilities and their families in your State that the Council and the P&A, the Council and the UCEDD, the Council and other collaborators may have worked on during the reporting period
2. Identify the Area of Emphasis collaboratively addressed by the DD Council and Collaborators.

OIDD Instructions: The report should include a narrative progress report that cohesively describes the activities that were implemented by the Council and the P&A, the Council and the UCEDD, the Council and other collaborators. For at least one of the issues/barriers identified above describe:

(a) the issue/barrier;

(b) collaborative strategies to address issue/barrier and expected outcome(s);

(c) the DDC's specific role and responsibilities in this collaborative effort. Include any technical assistance expertise DD Council staff can provide to other States in this area;

(d) briefly identify problems encountered as a result of this collaboration, and technical assistance, if any, desired; and

(e) any unexpected benefits of this collaborative effort.

ITACC Guidance: Include information *other than the required planned goal/objective specific to the DD Network.*

Review the 5-Year State plan section on Collaboration (located under the Comprehensive Review and Analysis>Rationale for Goal Selection>Collaboration).

Prepare information that describes the collaboration activities as a whole; then select one of the issues/barriers the Council and the collaborator(s) worked on and prepare a description to include the items b through e (above).